

# Oregon State Archives

## Records Retention Schedule

Edition: November 2023

Schedule Number: 2023-0005

**Agency:** Oregon Racing Commission

### Program Description

The Oregon Racing Commission regulates the animal racing industry in Oregon through off-track betting, simulcast/live racing wagering as pari-mutuel wagering for the benefit of Oregonians, licensees, participants, and the State of Oregon. Pari-mutual wagering is a system of betting through which winners divide the total amount bet for the specific type of wager after management expenses have been deducted.

### Program Records

**001 Advance Deposit Wagering License Application and Update Records**

Retain 10 years after license expires, destroy

**002 Advanced Deposit Wagering Audit Records**

Retain 10 years, destroy

**003 Commission Order Reports**

Retain permanently, transfer to State Archives after 20 years

**004 End of Meet Reports and Minutes**

Retain 5 years, destroy

**005 Off Track Betting Application Records**

Retain 10 years, destroy

**006 Off Track Betting Location Inspection Records**

Retain 5 years, destroy

**007 Race Horse Claim Forms**

Retain 3 years, destroy

**008 Race Meet Applications**

Retain 10 years, destroy

**009 Race Meet Inspection Reports**

Retain 2 years, destroy

**010 Race Meet Steward Reports**

Retain 10 years, destroy

**011 Racing Animal Drug Test Records**

Retain 6 months after close of meet, destroy

**012 Racing Development Fund (aka HUB Funds) Application and Audit Records**

Retain 10 years, destroy

**013 Surety Bond Audit Records**

Retain 6 years, destroy

Oregon State Archives  
**Records Retention Schedule**

**Edition: November 2023**

**Schedule Number: 2023-0005**

**014 Test Sample Shipping Invoice Records**

Retain 1 year, destroy

**015 Totalizator License Records**

Retain 5 years after expiration of license, destroy

**016 Trainer/Farrier Examination Records**

Retain 2 years, destroy

**017 Unclaimed Pari-Mutuel Ticket Records**

Retain 8 years, destroy

**State Agency General Records Retention Schedule Records**

*Includes but is not limited to:*

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Information Management Records (OAR 166-3070-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

**Board and Commission Records (OAR 166-350-0010)**

Complaint and Investigation Records, Establishment

Complaint and Investigation Records, Individual

**Systems of Record**

Oregon Racing Commission Licensing Database